



MIDDLE EAST TECHNICAL UNIVERSITY
DEPARTMENT OF MODERN LANGUAGES

BASIC PRINCIPLES OF CITATIONS APA 7th EDITION

CITATIONS: Borrowing the ideas of others by indicating the source using both in-text and end-text citations.

**COMMON STYLES
OF CITATIONS:** APA, MLA, CMS

ODTU MLD: APA 7TH EDITION: An author-date citation system in which the in-text citation directs the readers to a full reference entry, the end-text citation.

PART 1: BASIC IN-TEXT CITATION RULES

Basic elements of in-text citation that you need to include in your work:

- The author's last name
- Year of publication
- Page / paragraph number (for direct quotations only)

RULES ABOUT AUTHORS

	QUOTATIONS		PARAPHRASES/SUMMARIES	
	Narrative Citation	Parenthetical Citation	Narrative Citation	Parenthetical Citation
One Author	<p>As Smith (2010) states, “...” (p. 10).</p> <p>Page number always comes after the quotation</p> <p>Double quotation marks</p> <p>Page number</p>	<p>It is stated that “...” (Hyes, 2010, p. 10).</p> <p>Full stop AFTER the parenthesis</p>	<p>As Smith (2010) indicates, ...</p> <p>No quotation marks and page numbers</p>	<p>It is stated that... (Smith, 2010).</p>
Two Authors	<p>Smith and Lee (2010) state that “...” (p. 10).</p> <p>Use “and” in the sentence</p>	<p>It is stated that “...” (Smith & Lee, 2010, p. 10).</p> <p>Use ampersand “&” in parenthesis</p>	<p>Smith and Lee (2010) state that...</p>	<p>It is stated that ... (Smith & Lee, 2010).</p>
3 or More Authors	<p>Martin et al. (2010) state “...” (p. 10).</p> <p>Write the first surname only and then “et al.”</p>	<p>It is stated that “...” (Martin et al., 2010, p. 10).</p> <p>et al.: means “and the others”</p>	<p>Martin et al. (2010) state ...</p> <p>full stop only after “al.”</p>	<p>It is stated that ... (Martin et al., 2010).</p>
Organization as Author (with Abbreviation)	<p>World Health Organization (WHO, 2010) states “...” (p. 20).</p> <p>First citation</p> <p>WHO (2010) states “...” (p. 20).</p> <p>Subsequent citations</p>	<p>It is stated that “...” (World Health Organization [WHO], 2010, p. 20).</p> <p>First citation</p> <p>It is stated that “...” (WHO, 2010, p. 20).</p> <p>Subsequent citations</p>	<p>World Health Organization (WHO, 2010) states ...</p> <p>First citation</p> <p>WHO (2010) states ...</p> <p>Subsequent citations</p>	<p>It is stated that ... (World Health Organization [WHO], 2010).</p> <p>First citation</p> <p>It is stated that ... (WHO, 2010).</p> <p>Subsequent citations</p>

*Page number for paraphrases **can** be given **if** the writer wants to help the readers to locate information within a long or complex work such as a book. Same rules as quotations apply.

	Books and reports: <i>Italicize</i> the title		Articles, chapters and web pages: Write the title in quotation marks	
	Narrative Citation	Parenthetical Citation	Narrative Citation	Parenthetical Citation
No Author or Organization	It is stated in the book <i>How to be a Good Leader</i> (2010) that “...” (p. 25). <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">First letters of the words with 4 and more letters in the title are capitalized</div>	It is stated that “...” (<i>How to be a Good Leader</i> , 2010, p. 25).	It is stated in the article “Charismatic Leadership” (2015) that “...” (p. 20).	It is stated that “...” (“Charismatic Leadership,” 2015, p. 20). <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">Comma is inside the quotation marks</div>

RULES ABOUT PAGE NUMBERS

Single page	(p. 25)	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">Use single “p.”</div>	
Multiple pages (continuous)	(pp. 25-27)	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">Use (pp.) and put a dash between numbers</div>	
Multiple pages (discontinuous)	(pp. 25, 28)	<div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">use (pp.) and put a comma between numbers</div>	
No page numbers in the original text	If there are sections or headings, give section name: Wilson (2010) states, “...” (Determination section).		Both are acceptable
	Provide a paragraph number (count the paragraphs manually if they are not numbered): Wilson (2010) states, “...” (para. 5). <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">Use the abbreviation “para.”</div>		
Quoting from audiovisual works	When a direct quotation is taken from an audiovisual work such as YouTube, TED Talk, etc., provide a time stamp indicating the <u>beginning</u> of the quotation instead of the page number. People “... don’t grow into creativity, we grow out of it” (Robinson, 2006, 03:16). <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">Give the minute and the second with a colon in between</div> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 5px auto;">Variations: 0:35 (less than a minute), 1:25:33 (more than an hour)</div>		

RULES ABOUT DATES

Surname/Year Rule	Do NOT separate the surname and the year. They should always be written together. Robinson (2010) argues that...
Omitting the Year in Repeated Narrative Citations	If another citation from the same source is given in the same paragraph , write the year in the first citation; the date can be omitted in the subsequent narrative citations in the same paragraph . Give the year again when you refer to the same source in another paragraph. <u>The year has to be included in all parenthetical citations.</u> Robinson (2010) argues that... Robinson also mentions...
No date	Use (n.d.) meaning “no date”

CITING SECONDARY SOURCES

Secondary Source (Use sparingly)	Refers to content first presented in another source, which is called the “primary source”	<ul style="list-style-type: none"> - Give the surname and date of both the primary and the secondary sources. - Omit the date of the primary source <u>if it is unknown</u>. - If the citation is a quotation, give the page number of the <u>secondary source</u> where the primary source is cited. - Use “as cited in” before the secondary source. <p>Hughes (2010, as cited in Smith, 2015) argues that</p> <p>It is argued that “....” (Hughes, 2010, as cited in Smith, 2015, p. 15).</p> <p>Freud (as cited in Jackson, 2018, p. 15) argues that</p>	<p><u>Hughes (2010) and Freud:</u> Primary sources - should NOT be included in the references list</p> <p><u>Smith (2015) and Jackson (2018):</u> Secondary sources - should be included in the references list.</p>
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RULES ABOUT DIRECT QUOTATIONS

Block Quotations

- Quotations that are **more than 40 words** should be written as a free-standing block:
- start the quotation on a new line,
 - indent the whole block 0.5 inches (1.27 cm) from the left margin,
 - double space the quotation without an extra line before or after,
 - do not use quotation marks,
 - cite the source either by giving the surname and year before the quotation and the page number afterwards
OR by giving all the information after the quotation,
 - place the full stop **before** the parenthesis.

Siegel and Hartzell (2004) explain the concept of trauma and loss:

trauma and loss require an understanding of patterns of experiences from the past. The passing of unresolved issues from generation to generation produces unnecessary emotional suffering. If our own issues remain unresolved, there is a strong possibility that the disorganization within our minds can create disorganization in our children's minds. (p. 183)

This means....

OR

About trauma and loss, it is argued that these phenomena:

require an understanding of patterns of experiences from the past. The passing of unresolved issues from generation to generation produces unnecessary emotional suffering. If our own issues remain unresolved, there is a strong possibility that the disorganization within our minds can create disorganization in our children's minds. (Siegel & Hartzell, 2004, p. 183)

This means...

<p>Omitting Material: Ellipsis</p>	<p>When omitting material from the original in a quotation, indicate the omission by using ellipsis: ...</p> <ul style="list-style-type: none"> - Three spaced ellipsis (...): indicates the removal of a section within a sentence. - Four spaced ellipsis (...): indicates the removal of a whole sentence(s) from between sentences. <p>Three Spaced Ellipsis: Original text: With technological changes, people started reaching an increasing number of leisure options available such as games, www, searching, social networking and e-commerce which impacted on people’s leisure, modifying former patterns of behavior such as procrastination.</p> <p>Quotation: Ciochetto (2015) argues that “with technological changes, people started reaching an increasing number of leisure options ... which impacted on people’s leisure, modifying former patterns of behavior such as procrastination” (p. 25).</p> <p>Four Spaced Ellipsis: Original text: Computers and mobile phone usage have skyrocketed in the last two years. This situation drastically changed what people do in their leisure times. With such changes, people started reaching an increasing number of leisure options available such as games, www, searching, social networking and e-commerce.</p> <p>Quotation: Ciochetto (2015) argues that “computers and mobile phone usage have skyrocketed in the last two years.... With such changes, people started reaching an increasing number of leisure options available such as games, www, searching, social networking and e-commerce” (p. 25).</p>
<p>Inserting Material: Square Brackets</p>	<p>When adding material to the original quotation, indicate the addition by using square brackets around the additional information:</p> <p>Original text: Computers and mobile phone usage have skyrocketed in the last two years. This situation drastically changed what people do in their leisure times.</p> <p>Quotation: Ciochetto (2015) argues that “computers and mobile phone usage have skyrocketed in the last two years. This situation, [along with internet usage], drastically changed what people do in their leisure times” (p. 25).</p>

Quotation in a Quotation: Single Quotation Marks	<p>When quoting content that was already quoted in the source, indicate this by using single quotation marks.</p> <p>Original text: There appears to be a set of traits that endows an individual with the “right stuff”. These traits are important “preconditions” giving an individual the potential to be an effective leader.</p> <p>Quotation: Stogdill (1974) explains, “there appears to be a set of traits that endows an individual with the ‘right stuff’. These traits are important ‘preconditions’ giving an individual the potential to be an effective leader” (p. 98).</p>
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PART 2: BASIC END-TEXT CITATION RULES

The reference list at the end of the paper provides detailed information about the sources used within the text. **All** the sources used in the paper should be included in the references list.

Basic elements of end-text citation that you need to include in your work:

- The last name and the initials of the first name(s) of the author
- Year of publication
- Title of the work
- Source

Type of Source	What to Include	Example
Book	Surname, N. (Year). <i>Title of the book</i> . Publisher Name. DOI or URL (if online)	Strunk, W., Jr., & White, E. B. (1979). <i>The guide to everything and then some more stuff</i> . Macmillan.
Book with an Editor	<p>1 editor: Surname, N. (Ed.). (Year). <i>Title of the book</i>. Publisher Name. DOI or URL (if online)</p> <p>2 or more editors: Surname, N. & Surname, N. (Eds.). (Year). <i>Title of the book</i>. Publisher Name. DOI or URL (if online)</p>	<p>Hughes, J. (Ed.). (2017). <i>Military veteran psychological health and social care</i>. Routledge.</p> <p>Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). <i>Microaggression theory: Influence and implications</i>. John Wiley & Sons. https://doi.org/10.1002/9781119466642</p>

<p>Chapter from a Book</p>	<p>1 editor: Chapter Author's Surname, N. (Date). Title of chapter. In N. Surname of Editor, <i>Title of the book</i> (Edition, Vol., pp. x-y). Publisher Name.</p> <p>2 or more editors: Surname, N. (Date). Title of chapter. In N. Surname of Editor 1 & N. Surname of Editor 2 (Eds.), <i>Title of the book</i> (Edition, Vol., pp. x-y). Publisher Name. (Edition, Vol., pp.-pp.). Publisher Name.</p>	<p>Franklin, A. W. (2012). Management of the problem. In S.M. Smith (Ed.), <i>The maltreatment of children</i>. (2nd ed., pp. 83-95). MTP Press.</p> <p>Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), <i>Media effects: Advances in theory and research</i> (4th ed., pp. 115–129). Routledge.</p>
<p>Journal Article with a DOI</p>	<p>Surname, N. (Year). Article title. <i>Journal Title, Volume</i> (Issue), page-page. DOI</p>	<p>Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. <i>Journal of Social Issues</i>, 37(2), 1-7. https://doi.org/10.1024/rev0000153</p>
<p>Journal Article without a DOI</p>	<p>Surname, N. (Year). Article title. <i>Journal Title, Volume</i> (Issue), page-page. URL</p>	<p>Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. <i>Journal of Social Issues</i>, 37(2), 1-7. https://www.ahead.org/professional-resources/publications/archived</p>

<p>Original Material in a Course Pack, with Author</p>	<p>Surname of the Writer of the Original Material, N. (Year of the course pack). Title of the original material. In Initial letter of the name of the course instructor or the department, Surname (Ed.), <i>The title of the course pack</i> (page range). Name of the University.</p>	<p>Greacen, E. (2020). Physics of root growth. In J. Southland (Ed.), <i>PHYS 0790: Physics of matter</i> (pp. 25-37). Brown University.</p> <p>Levitas, R. (2018). Sociology and utopia. In Department of Sociology (Ed.), <i>Introductory sociology</i> (pp. 54-68). California State University.</p>
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Magazine Article (Online)	Surname, N. (Year, Month Day). Article title. <i>Magazine Title</i> . Volume(Issue), pp-pp. DOI or URL	Tumulty, K. (2006, April 2). Should they stay or should they go? <i>Time</i> , 167(15), 3-4. http://content.time.com/time/magazine/article/htm
	Surname, N. (Year, Month Day). Article title. <i>Magazine Title</i> . URL	Bustillos, M. (2015, June 8). On videogames and storytelling: An interview with Jane Mitchell. <i>The New Yorker</i> . https://www.newyorker.com/books/page-mitchell/
Magazine Article (Print)	Surname, N. (Year, Month Day). Article title. <i>Magazine Title</i> , Volume(Issue). pp-pp.	Tumulty, K. (2006, April 2). Should they stay or should they go? <i>Time</i> , 167(15), 3-40.
Newspaper Article	Surname, N. (Year, Month Day). Article title. <i>Newspaper Title</i> . URL	Becker, E. (2001, August 27). Farmers reap conservation's rewards. <i>The New York Times</i> . https://www.nytimes.com
Entry in an Online Dictionary	Dictionary Name. (Date). Entry. In <i>Dictionary Name</i> . Retrieval date, from URL	Merriam-Webster. (n.d.). Self-Report. In <i>Merriam-Webster.com dictionary</i> . Retrieved September 25, 2020, from https://www.merriam-webster.com/dictionary/self-report
Report by a Government/ Organization	Name. (Year). <i>Title of report</i> . Publisher Name. DOI or URL	International Energy Agency. (2016). <i>Next generation wind and solar power</i> . Santa Monica, CA: U.S. Department of Energy. IEA. https://www.iea.org/reports/next-generation-wind-and-solar-power-full-report
TED Talk	Surname, N. (Year, Month). <i>Title of the talk</i> [Video]. TED Conferences. URL	Brown, B. (2012, March). <i>Listening to shame</i> [Video]. TED Conferences. https://www.ted.com/talks/brene_brown_listening_to_shame

TED Talk from YouTube	TED. (Year, Month Day). Name & Surname: <i>Title of the talk</i> . [Video]. YouTube. URL	TED. (2012, March 16). Brene Brown: <i>Listening to shame</i> [Video]. YouTube. https://www.youtube.com/watch?v=psN1DORYV0
YouTube Video*	Surname, N. (Year, Month Day). <i>Title of video</i> [Video]. YouTube. URL.	RSA. (2013, August 15). <i>The power of vulnerability – Brene Brown</i> [Video]. YouTube. https://www.youtube.com/watch?v=sXSjc-pbXk4
Work/Webpage on a Website	Surname, N. (Year, Month Day). <i>Title of work/webpage</i> . Site Name. URL	Rangel, J. (2015, January 1). <i>Aeroscience and flight mechanics intern</i> . NASA Technical Reports Server. https://ntrs.nasa.gov/citations/20150014540
Webpage on a News Website	Surname, N. (Year, Month Day). <i>Title of work</i> . Name of the news website. URL	Hunt, K. (2021, March 9). <i>Rare meteorite that fell on UK driveway may contain ‘ingredients for life’</i> . CNN. https://edition.cnn.com/2021/03/08/europe/uk-meteorite-extremely-rare-scn/index.html
Webpage on a Website with a Government Agency Group Author	Name of the agency. (Year, Month Day). <i>Title of work</i> . Name of the parent agency. URL	National Institute of Health. (2021, March 4). <i>NIH-Sponsored ACTIV-3 clinical trial closes enrollment into two sub-studies</i> . U.S. Department of Health and Human Services, National Institutes of Health. https://www.nih.gov/news-events/news-releases/nih-sponsored-activ-3-clinical-trial-closes-enrollment-into-two-sub-studies
Webpage on a Website with an Organizational Group Author	Name of the organization. (Year, Month Day). <i>Title of work</i> . URL	World Health Organization. (2021, March 4). <i>Rotavirus vaccines made available for use in humanitarian crises</i> . https://www.who.int/news/item/04-03-2021-rotavirus-vaccines-made-available-for-use-in-humanitarian-crises

*The person or group who uploaded the video on YouTube should be credited as the author, although they did not create it. If the speaker is not included in the reference, their name can be referred to in the narrative if desired: Brown discussed vulnerability as a human experience (RSA, 2013).

For more detailed information on how to give references for different types of sources, please refer to <https://apastyle.apa.org/style-grammar-guidelines/citations> for in-text citations and to <https://apastyle.apa.org/style-grammar-guidelines/references> for end-text references.



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RULES ABOUT THE FORMAT OF THE REFERENCES PAGE

Title is "References", bold, centered, only the first letter is capitalized

References

- Achterberg, J. (1985). *Imagery in healing*. Shambhala Publications.
- American Psychological Association. (2017). *Stress in America: The state of our nation*.
<https://www.apa.org/news/press/releases/stress/2017/state-nation.pdf>
- Baiger, L., Uziely, B., & Kaplan De-Nour, A. (1994). Progressive muscle relaxation and guided imagery in cancer patients. *General Hospital Psychiatry*, 16(5), 340–347. [https://doi.org/10.1016/0163-8343\(94\)90021-3](https://doi.org/10.1016/0163-8343(94)90021-3)
- Ball, T. M., Shapiro, D. E., Monheim, C. J., & Weydert, J. A. (2003). A pilot study of the use of guided imagery for the treatment of recurrent abdominal pain in children. *Clinical Pediatrics*, 42(6), 527–532. <https://doi.org/10.1177/000992280304200607>
- Bernstein, D. A., & Borkovec, T. D. (1973). *Progressive relaxation training: A manual for the helping professions*. Research Press.
- Bottomley, A. (1996). Group cognitive behavioural therapy interventions with cancer patients: A review of the literature. *European Journal of Cancer Cure*, 5(3), 143–146.
<https://doi.org/10.1111/j.1365-2354.1996.tb00225.x>
- Cohen, M., & Fried, G. (2007). Comparing relaxation training and cognitive-behavioral group therapy for women with breast cancer. *Research on Social Work Practice*, 17(3), 313–323.
<https://doi.org/10.1177/1049731506293741>
- Cunningham, A. J., & Tocco, E. K. (1989). A randomized trial of group psychoeducational therapy for cancer patients. *Patient Education and Counseling*, 14(2), 101–114.
[https://doi.org/10.1016/0738-3991\(89\)90046-3](https://doi.org/10.1016/0738-3991(89)90046-3)
- Freebird Meditations. (2012, June 17). *Progressive muscle relaxation guided meditation* [Video].
YouTube. https://www.youtube.com/watch?v=fDZI-4udE_o

The entries are ordered ALPHABETICALLY by authors' last names. If there is no author but a title or an organisation, disregard words like *a* and *the* and consider the first significant word when alphabetizing.

The page is double-spaced without any extra lines between entries

Hanging Indent: First line is flushed left, all other lines are indented 0.5 inch (1.27 cm)

No numbering or bullet points are used for the entries

RULES ABOUT GENERAL PAPER FORMATTING

1. Margins

Use 1-inch (2.54 cm) margins on all sides of the page.

2. Paragraph Alignment

The paper should be left justified: align the page to the left and leave the right margin uneven. Do not use full justification.

3. Paragraph Indentation

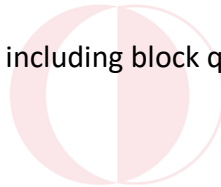
Indent the first line of every paragraph 0.5 inch (1.27 cm). Use the tab key for consistency.

4. Fonts

Use either a sans serif font such as 11-point Calibri, 11-point Arial or 10-point Lucida Sans Unicode or a serif font such as 12-point Times New Roman or 11-point Georgia.

5. Spacing

Use double-spacing all through the paper including block quotations and the references page.

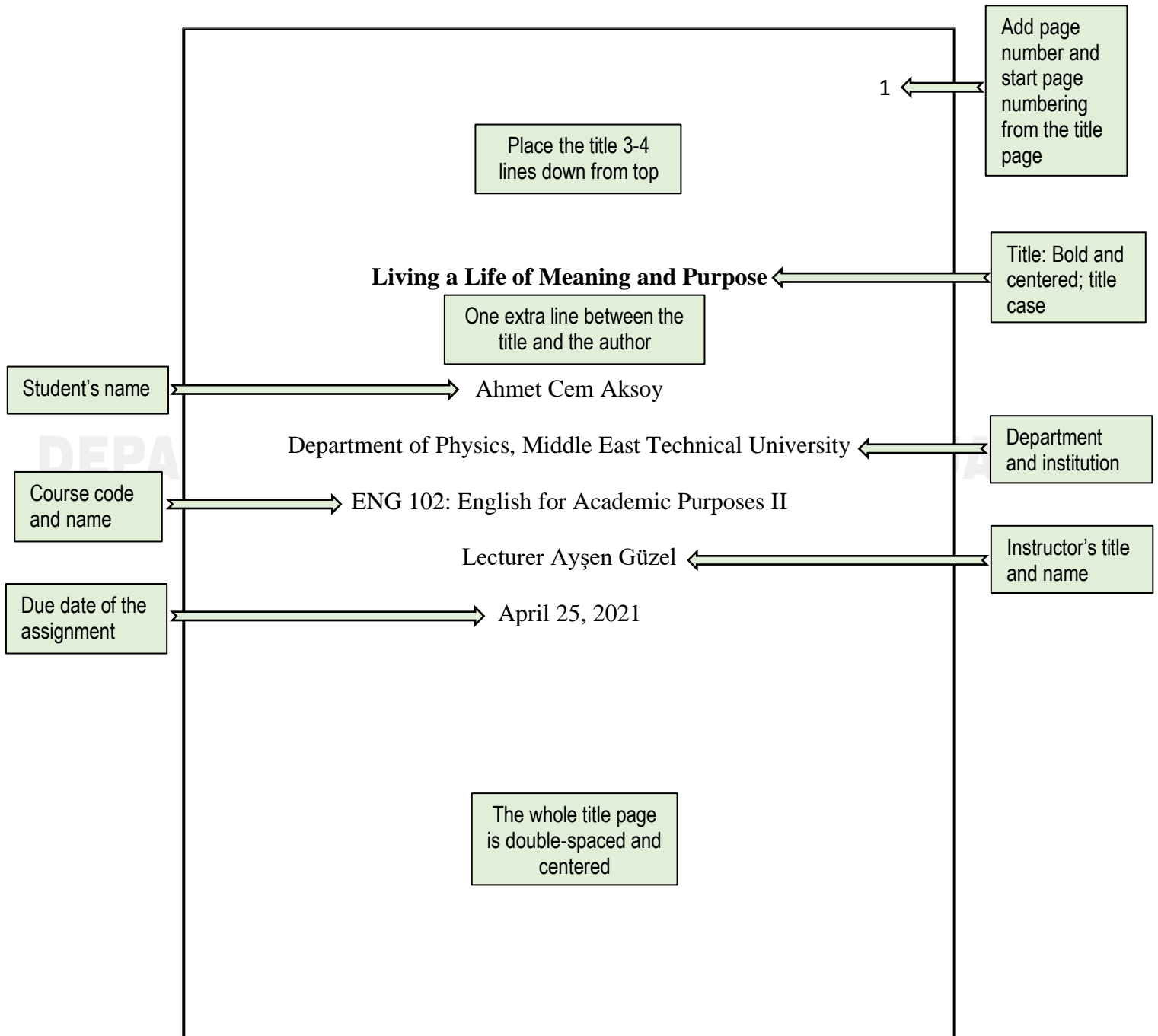


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APA TITLE PAGE/ASSIGNMENT PAGE SETUP FOR STUDENTS

Please prepare a title page for your paper following the guidelines below. Please note that the title page is the first page of your paper and the actual writing starts from page 2.

The title page includes 6 elements: the paper title, student's name, student's department and the institution, course code and name, instructor's name and due date. Page number also starts from this page, which is inserted in the top right corner.



Repeat the title on top of the first page: bold and centered

Page number continues from the previous section

2

Living a Life of Meaning and Purpose

People tend to adopt a lifestyle that involves no risks and does not demand much effort. Due to this tendency, they usually align their actions with majority's, thinking that they would not be criticized and labelled as a nonconformist. Such conformity is embedded in almost every aspect of life, but one of the most common places that individuals experience it is schools. Since the school system requires students to conform to certain rules, students grow up experiencing the constant pressure of education system during the most critical development. The effects of this pressure are visible on both societal and individual levels. We will discuss how students are framed within the content of conformity to fulfil society's expectations on being successful, which causes dissatisfaction, and argue that it is possible to elude oneself from this assigned lifestyle.

The first lines of the paragraphs are indented: one tab

Align text left

Entitling each student to the same standards fails to embrace the diversity amongst them and their personal abilities, causing them to feel dissatisfaction. Needless to say, not everyone is the same and every single student brings his/her own traits/uniqueness and abilities to school. However, diversity and uniqueness of students are ignored due to conformity and certain success standards. Schools continue to expect every student to take and succeed in the same courses, disregarding the variability in interests and levels. Usually, different abilities and interests are not valued. This conforming attitude that schools do not give a chance to express students' own abilities. It is stated in a speech that, the system educates people out of their creative capacities and considering the hierarchy within the disciplines, it's very common for arts and humanities to be taken less seriously than mathematics (Robinson, 2006). This emphasis on hierarchy is indeed the main reason for

All margins are 2.5 cm / 1 inch